Wisconsin Medicaid Federally Qualified Health Center (FQHC) Packet

Wisconsin
Department of
Health and Family Services

Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

Dear Medicaid Provider Applicant:

Thank you for applying for certification with the Wisconsin Medicaid program. Once you are a Medicaid provider, you will play a significant part in improving the health of low-income people in your community.

Enclosed are the certification materials you requested. Please review these materials carefully. These materials must be completed and processed before you may become a certified provider for the Wisconsin Medicaid program and begin receiving payments.

Upon certification as a Wisconsin Medicaid provider, you will receive the All Provider Handbook containing general instructions for all providers. In addition, you will also receive publications relating to the specific services you will be providing. These publications will identify the services covered by the Medicaid program and will describe Medicaid billing procedures. After reading those materials, if you have additional questions, we encourage you to use provider services. These services include both telephone and on-site assistance. If you are interested in using these services, please contact the Provider Services Unit addresses and telephone numbers listed in the All Provider Handbook.

We realize that all providers appreciate prompt payments, so we encourage providers with computers to submit claims electronically. This method reduces clerical errors and decreases turn around time. If you are interested in electronic submission of claims and would like more information, including the free software, please contact (608) 221-4746, or indicate your interest in electronic billing by completing the form in your certification materials.

Thank you, again, for your interest in becoming a certified Wisconsin Medicaid provider and for the important services that you will provide to Medicaid recipients. If you have any questions about enclosed materials, please contact the Wisconsin Medicaid Correspondence Unit at (608) 221-9883 or toll-free at 1-800-947-9627.

Sincerely,

Mark B. Moody
Administrator

MBM:mhy
MA11065/PERM

Enclosure

Wisconsin Medicaid
Checklist for Certification

The items listed below are included in your certification application. Please use this form to check that you received the materials and verify which materials you returned. Please copy all documents for your records before sending them to the fiscal agent. Keep this checklist for your records. Mail your completed application to:

Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

The required items must be completed and returned to Wisconsin Medicaid:

	Item	Required	Optional	Date Sent
1.	Provider Application	X		
2.	Provider Agreement (2 copies)	X		
3.	Chart 1	X		
4.	Chart 2	X		
5.	Chart 3	X		

These items are included for your information. Do not return them:

	Item
1.	General Information
2.	Certification Requirements
3.	Terms of Reimbursement
4.	Electronic Billing Information

Wisconsin Medicaid Program
General Certification Information

Enclosed is the certification application you requested to be a Wisconsin Medicaid provider. Your certification for Wisconsin Medicaid can be approved when you send a **correctly completed application** to the address below and meet all certification requirements for your provider type. **Wisconsin Medicaid cannot reimburse any services you provide prior to your approved certification effective date.** Please carefully read the attached materials.

Where to Reach Us

If you have questions about the certification process, please call the Wisconsin Medicaid Correspondence Unit for Policy/Billing Information at (608) 221-9883 or toll-free at 1-800-947-9627.

Copy all application documents for your records. Send your completed certification materials to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

Certification Effective Date

Wisconsin Medicaid regulations are followed when assigning your initial effective date as described here:

1. The date you notify Wisconsin Medicaid of your intent to provide services is the earliest effective date possible and will be your initial effective date **if**:
   - You meet all applicable licensure, certification, authorization, or other credential requirements as a prerequisite for Medicaid on the date of notification. Do not hold your application for pending licensure, Medicare, or other required certification. Wisconsin Medicaid will keep your original application on file. Send Wisconsin Medicaid proof of eligibility documents immediately once available for continued processing.
   - Wisconsin Medicaid receives your **properly completed certification** application within 30 days of the date the application was mailed to you.

2. If Wisconsin Medicaid receives your application more than 30 days after it was mailed to you, your initial effective date will be the date Wisconsin Medicaid receives your correctly completed application.

3. If Wisconsin Medicaid receives your incomplete or unclear application within the 30-day deadline, you will be granted one 30-day extension. Wisconsin Medicaid must receive your response to Wisconsin Medicaid's request for additional information within 30 days from the date on the letter requesting the missing information or item(s). This extension may allow you additional time to obtain proof of eligibility (such as license verifications, transcripts, other certification, etc.)

4. If you don't send complete information within the original 30-day deadline or 30-day extension, your initial effective date will be based on the date Wisconsin Medicaid receives your complete and accurate application materials.

Notification of Certification Decision

Within 60 days after Wisconsin Medicaid receives your completed application, you will be notified of the status of your certification. If Wisconsin Medicaid needs to verify your licensure or credentials, it may take longer. You will be notified as soon as Wisconsin Medicaid completes the verification process.

If you are certified to provide Medicaid services, you will receive written notice of your approval, including your Wisconsin Medicaid provider number and certification effective date.

Notification of Changes

Your certification in Wisconsin Medicaid is maintained only if your certification information on file at Wisconsin Medicaid is current. You must inform Wisconsin Medicaid in advance of any changes such as licensure, certification, group affiliation, corporate name, ownership, and physical or payee address. **Send your written notice to Wisconsin Medicaid Provider Maintenance** This notice must state when these changes take effect. Include your provider number(s) and signature. Do not write your notice or change on claims or prior authorization requests.

Failure to notify Wisconsin Medicaid of these types of changes may result in:

- Incorrect reimbursement.
- Misdirected payment.
- Claim denial.
- Suspension of payments in the event provider mail is returned to Wisconsin Medicaid for lack of current address.

Provider Agreement Form

Your agreement to provide Medicaid services must be signed by you and the Wisconsin Department of Health and Family Services. This agreement states that both parties agree to abide by Wisconsin Medicaid's rules and regulations.

The agreement is valid for a maximum of one year. All Provider Agreements expire annually on March 31. The Department of Health and Family Services may renew or extend the Provider Agreement at that time.

You cannot transfer, assign, or change the Provider Agreement.

The application includes two copies of the Provider Agreement. Complete, sign, and return both copies. Type or clearly print your name as the applicant's name both on the line on page 1 and on the appropriate line on the last page of the agreement. You must use the same provider name on the application forms and Provider Agreement. When the certification process is complete, you will receive one copy of your processed and signed Provider Agreement. The other copy will be kept in your Wisconsin Medicaid file.

Terms of Reimbursement (TOR)

The TOR explains current reimbursement methodologies applicable to your particular provider type. It is referenced by, and incorporated within, the provider agreement. Keep the TOR for your files.

Certification Requirements

The Wisconsin Administrative Code contains requirements that providers must meet in order to be certified for Wisconsin Medicaid. The code and any special certification materials applicable to your provider type are included as certification requirements.

Publications

Along with your notice, Wisconsin Medicaid will send one copy of all applicable provider publications. The publications include program policies, procedures, and resources you can contact if you have questions.

Many clinics and groups have requested to receive only a few copies of each publication, rather than a personal copy for each Medicaid-certified individual provider in the clinic or group. If you are an individual provider who is a member of a Medicaid-certified clinic or group, you may reassign your copy to your clinic or group office. Please decide if you wish to receive your personal copy of Medicaid publications or if it is sufficient for your Medicaid-certified clinic or group office to receive copies.

If you do not wish to receive personal copies of Medicaid publications, please complete the attached "Deletion from Publications Mailing List Form." If you wish to have your copy of publications reassigned to your clinic or group, also complete the "Additional Publications Request Form."

PART 1

FEDERALLY QUALIFIED HEALTH CENTER (FQHC) CERTIFICATION CRITERIA

Introduction

In 1989, Congress created the Federally Qualified Health Center (FQHC) provision of the Medicaid program. Under this provision, Migrant and Community Health Centers, Health Care for the Homeless Programs and Indian Tribal clinics may be reimbursed 100 percent of their reasonable cost of operation as determined by each state Medicaid program. Under Wisconsin's methodology, all FQHCs that obtain Medicaid FQHC certification can bill Medicaid fee-for-service on a regular basis and may submit quarterly and annual cost reports to receive supplemental payments that achieve 100 percent of reasonable costs.

Certification Criteria

To qualify for Medicaid FQHC certification, a clinic must provide documentation that they are either designated by the United States Department of Health and Human Services (US DHHS) as an FQHC or that it receives funds under the Indian Self-Determination Act (Public Law 93-638).

1. A US DHHS FQHC is a community health center, migrant health center, or health care for the homeless program, which meets one of the following:

   A. Receives a grant under the Public Health Service Act, Section 329, 330, or 340;

   B. Has been designated by the Secretary of the United States Department of Health and Human Services (US DHHS) as a facility that meets the requirements of receiving a grant (FQHC Look Alike); or

   C. Has been granted a temporary waiver of the grant requirements by the Secretary of the US DHHS.

2. An Indian Self-Determination Act FQHC is an outpatient health program or facility operated by a tribe or tribal organization receiving funds under the Indian Self-Determination Act.

Provider Type: 24

PART 2

FEDERALLY QUALIFIED HEALTH CENTER (FQHC) CERTIFICATION MATERIALS

These certification materials are being sent to you to certify your clinic as a Wisconsin Medicaid FQHC. Even if you are certified as another type of Medicaid provider, you must complete the application and materials to obtain certification as an FQHC in order to be eligible for FQHC reasonable cost reimbursement.

Special Instructions for Provider Profile, and Agreements:

Provider Profile - Complete Charts 1, 2 and 3.

1. Chart 1 contains the list of services that can be billed under the FQHC clinic number that will be assigned to you. If you indicate on Chart 1 that all services will be FQHC services, your current clinic number(s) will be cancelled and the new FQHC clinic number will be assigned. If some non-FQHC services will be provided, your current clinic number will not be cancelled.

2. Chart 2 lists your clinic's Medicaid-certified individual providers such as physicians, dentists, physician assistants, etc., and their current Medicaid, Medicare (if appropriate) billing numbers and the other requested information.

    - Include all certified providers who will be providing any of the services listed on Chart 1.

    - Include contracted employees for whom the FQHC pays the cost of the staff person and assumes liability for the services provided.

    - Indicate whether they are employees' (E), or providing services under contract (C) with the FQHC by placing either an E or C after their name for each individual.

    - Indicate where the provider is located, if you have multiple locations.

If any provider is not Medicaid-certified, that provider's services will not be reimbursable prior to the provider's certification effective date.

3. Chart 3 lists services that cannot be billed using the FQHC clinic number. If you indicate on Chart 3 that you will provide service(s) that cannot be billed using the FQHC assigned clinic number, your current billing number will not be cancelled and must be used to bill for these non-FQHC services. A new FQHC number will be assigned to bill the FQHC services in Chart 1.

After the FQHC clinic number for Chart 1 services and the FQHC provider type number (s) for Chart 3 services are assigned, these services billed under other billing numbers will not be considered FQHC services, and will not be eligible for reasonable cost reimbursement.

Provider Type: 24

PART 2 -- continued

Provider Agreements Some FQHCs may need additional provider agreements completed if all services are not exclusively FQHC. An agreement is needed for each provider number. The effective date for FQHC certification will be determined by several factors: the date of receipt of the completed materials, and the needs of the clinic (for easing accounting/billing, date can be set at the 1st of the month following the receipt of the completed materials).

PART 3

FEDERALLY QUALIFIED HEALTH CENTER (FQHC) BILLING MATERIAL

FQHC "Clinic" Provider Number and Billing Information

Each FQHC will obtain one FQHC clinic provider number for billing all FQHC services on Chart 1 performed at all locations. This FQHC clinic provider number will be used as the billing provider number for all health professionals providing FQHC services in field 33 of the HCFA 1500.

Performing provider numbers are assigned to the individuals who actually provide services. A performing provider number must be used in conjunction with the FQHC clinic provider number in order for reimbursement to take place. Whenever you use the FQHC clinic number, you also will indicate the Medicaid performing provider number in field 24K on the HCFA 1500.

Master's level psychotherapists (provider type 31 on Chart 1) are performing providers whose services are only reimbursable to certified mental health or AODA clinics. FQHCs must contact the Division of Health Care Financing by calling (608) 267-9310 to receive special certification instructions if they intend to bill for this type of service.

Since most FQHCs have previously been certified as physician clinics, information regarding provider-specific fee-for-service billing will not be sent at the time of FQHC certification. However, if you did not receive provider-specific handbooks and Medicaid updates previously, you may request them now. You may also request billing information regarding new services you are providing.

Provider Type: 24

FQHC Name:_____ Date:_____

"The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services."

CHART 1 - SERVICES THAT CAN BE BILLED UNDER THE FQHC CLINIC NUMBER

Provider Type	Yes - These Services are Provided at the FQHC 1	No - These Services are NOT Provided at the FQHC 2	Current Medicaid Clinic Billing Number 3	Will All Services Billed Under the Medicaid Number Always be FQHC Services?		Medicare Billing Number 6	Is this a New Clinic Service?** 7
				NO - Sometimes Non-FQHC Services May Be Billed 4	YES - All Services Will Be FQHC Services 5		
19 – Osteopath							
20 – Physician							
27 – Dentist							
28 – Optometrist							
29 – Dispensing Optician							
30 – Chiropractor							
31 – Psychotherapist							
32 – Podiatrist							
33 – Nurses Services							
34 – Physical Therapist							
35 – Occupational Therapist							
37 – Audiologist							
41 – Respiratory Care							
43 – Anesthetist							
45 – Nurse Practitioner							
78 – Speech Therapist							
84 – Hearing Aid Supplier							
88 – Physician Assistant							
26 – Pharmacy							

You must indicate Yes or No in column 1 and 2 for <u>each</u> provider type. If yes, you must answer "Will all be FQHC?" with a yes or no in column 4 or 5.

_____ _____

Authorized Name and Title

**Wisconsin Medicaid will send certification material so that the FQHC can be appropriately certified

FQHC Name:_____ Date:_____

"The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services."

CHART 2 - FQHC PERFORMING PROVIDERS

Medicaid Provider Type 1	Performing Provider Name Employed (E) or Contracted (C) 2	Address 3	Specialty 4	License Number 5	Medicaid Performing Provider # 6	Medicare Number 7	UPIN Number 8	Will All Services Provided Under This Number Be FQHC Services?	
								Yes - All FQHC Services 8	No - Some Will Be Non-FQHC Services 10

For Column 2 you must indicate E for Employed or C for Contracted Employees after the name of each performing provider for whom you will bill under the FQHC number(s) for Chart 1 and Chart 3 services.

_____ _____

Authorized Name and Title Signature

**Wisconsin Medicaid will send certification material so that the FQHC can be appropriately certified.

FQHC Name:_____ Date:_____

CHART 3 - SERVICES THAT CANNOT BE BILLED USING THE FQHC ASSIGNED CLINIC NUMBER

Provider Type	Yes – These Services are Provided at the FQHC 1	No - These Services are NOT Provided at the FQHC 2	Current Medicaid Billing Number 3	Will All Services Billed to Medicaid Always be FQHC Services?*		Medicare Number 6	New Clinic Service ** 7
				NO - Sometimes Non-FQHC Services May Be Billed 4	YES - All Services Will Be FQHC Services 5		
42 – Transportation Ambulance Specialized Medical Vehicle Air Transportation							
44 – Home Health							
54 – Medical Vendor							
58 – Independent Medical Supply							
60 - Day Treatment							
65 – Rehabilitation Agency							
66 – HealthCheck							
73 - End-Stage Renal Facility							
86 – Personal Care							
89 – Community Support Program							
90 – Case Management							
94 – Rural Health							
95 – Hospice							

You must indicate Yes or No in column 1 and 2 for <u>each</u> provider type. If Yes, you must answer "Will all be FQHC?" with a yes or no in column 4 or 5.

_____ _____

Authorized Name and Title Signature

* If <u>all</u> the above services billed under the existing Medicaid number will <u>always</u> be FQHC services, then the current number will become the FQHC billing number for these services. If some non-FQHC (regular Medicaid) services for those listed above need to be billed, a new number will be issued for billing these FQHC services, exclusively.

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FEDERALLY QUALIFIED HEALTH CENTER (FQHC) TERMS OF REIMBURSEMENT

The Department will establish an encounter specific reimbursement rate for all "FQHC covered services" provided to Wisconsin Medicaid Program recipients eligible on the date of service. The encounter rate will reimburse 100% of the costs which are reasonable and related to the cost of furnishing FQHC services. FQHC services are defined as the services described in the Rural Health Clinic Act, and any other ambulatory service included in a State's Medicaid plan that are provided to Medicaid recipients. Such costs cannot exceed the reasonable costs as determined by applicable Medicare cost reimbursement principles set forth in 42 CFR Part 413 and Health Insurance Manual (HIM) 15 and any additional mandated regulations when published as final rule in the Federal Register.

Initial fee-for-service reimbursement to FQHCs will be made per the terms of reimbursement for the certified performing provider. The Department may provide additional quarterly reimbursement based on the provider's encounter rate as established through the FQHC Cost Report or if the FQHC elects not to complete a cost report, the Department established FQHC rate. An encounter is defined as a face-to-face contact for the provision of medical service between a clinic patient and any Medicaid certified professional whose services are covered under this benefit. Contacts with more than one health professional and multiple contact with the same health professional that take place on the same day at a single location, constitute a single encounter unless the patient, subsequent to the first encounter, suffers illness or injury requiring additional diagnosis or treatment. The Medicare allowable costs of administration, and laboratory, x-ray, and pharmacy services and services provided by the health professionals not eligible for Medicaid certification but covered under this benefit are included in the encounter rate. Upon final annual reconciliation, the Department will reimburse the provider 100% of the provider's allowed maximum encounter rate, based on the Department's FQHC reimbursement policy.

Only "FQHC services" are eligible for reasonable cost reimbursement. Medicaid covered services that are not considered FQHC services, including Medicaid services in which the cost and the liability for the services is not assumed by the FQHC, and other services defined in the FQHC handbook, may be eligible for Medicaid fee-for-service or HMO reimbursement.

FQHC reimbursement for services shall not be made in the absence of a signed Medicaid provider agreement for the FQHC and shall be determined by the Department pursuant to the State Plan for Title XIX Reimbursement, effective April 1, 1990, for FQHCs identified by the Department of Health and Human Services as eligible on that date or as may be amended. Medicaid reimbursement, less appropriate copayment and payments by other insurers, will be considered to be payment in full.

The Department will adjust payments made to providers to reflect the amounts of any allowable copayments which the providers are required to collect pursuant to Chapter 49, Wisconsin Statutes. Payments for deductible and coinsurance payable on an assigned Medicare claim shall be made in accordance with Section 49.46(2)(c), Wisconsin Statutes.

In accordance with Federal regulations contained in 42 CFR 447.205, the Department will provide public notice in advance of the effective date of any significant proposed change in its methods and standards for setting encounter rates for services.

WISCONSIN MEDICAID

FEDERALLY QUALIFIED HEALTH CENTER APPLICATION INFORMATION AND INSTRUCTIONS

Wisconsin Medicaid requires information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to Medicaid administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

The use of this form is voluntary. However, in order to be certified, you must complete this form and submit it to the address indicated.

INSTRUCTIONS: Type or print your information on this application. Complete all sections. If a question does not apply to your application, write "N/A" in the field. Failure to complete all sections of this application will cause delay and may cause denial of certification.

IMPORTANT NOTICE: In receiving this application from and granting Medicaid certification to the individual or other entity named below as "Provider Applicant," Wisconsin Medicaid relies on the truth of all the following statements:

1. Provider Applicant submitted this application or authorized or otherwise caused it to be submitted.

2. All information entered on this application is accurate and complete, and that if any of that information changes after this application is submitted Provider Applicant will timely notify Wisconsin Medicaid of any such change.

3. By submitting this application or causing or authorizing it to be submitted, Provider Applicant agrees to abide by all statutes, rules, and policies governing Wisconsin Medicaid.

4. Provider Applicant knows and understands the certification requirements included in the application materials for the applicable provider types.

If any of the foregoing statements are not true, Wisconsin Medicaid may terminate Provider Applicant's certification or take other action authorized under ch. HFS106, Wis. Admin. Code, or other legal authority governing Wisconsin Medicaid.

DISTRIBUTION — Submit completed form to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison WI 53784-0006

If you have any questions, call Provider Services at (800) 947-9627.

FOR OFFICE USE ONLY

ECN	Date Requested	Date Mailed

Provider Number	Effective Date
Provider Type	**Provider Specialty**

WISCONSIN MEDICAID
FEDERALLY QUALIFIED HEALTH CENTER APPLICATION

INSTRUCTIONS: Type or print clearly. Before completing this application, read Information and Instructions.

This application is for:

- ☐ Individual.
- ☐ Group/Clinic.
- ☐ Hospital.
- ☐ Change of Ownership, effective __ __/__ __ /__ __ __ __.

SECTION I — PROVIDER NAME AND PHYSICAL ADDRESS

Special Instructions
Name — Provider Applicant — Enter only one name. All applicants (e.g., individuals, groups, agencies, companies) must enter their name on this line. If your agency uses a "doing business as" (DBA), then enter your DBA name. The name entered on this line must exactly match the provider name used on all other documents for Wisconsin Medicaid.

Name — Group or Contact Person — Individual applicants employed by a group or agency should indicate their employer on this line. Applicants who are not employed by a group or agency may use this line as an additional name line or attention line to ensure proper mail delivery.

Address — Physical Work — Indicate address where services are primarily provided. This is the address used for mailing Medicaid information. It is not acceptable to use a drop box or post office box alone. Do not use a Medicaid recipient's residence or a billing service address.

Date of Birth — Individual / Social Security Number — Required for individual applicants only. Enter date as MM/DD/YYYY.

Name — Medicaid Contact Person and Telephone Number — List the name and telephone number of a person within your organization who can be contacted about Medicaid questions.

Medicare Part A Number and Medicare Part B Number — Required for Medicare-certified providers. Please use Medicare numbers appropriate for the same types of service as this application.

Name — Provider Applicant (Agency Name or Last, First Name, Middle Initial)			
Name — Group or Contact Person			
Address — Physical Work			
City	State	Zip Code	County
Date of Birth — Individual	SSN		
Name — Medicaid Contact Person	Telephone Number		

Current and/or Previous State Medicaid Provider Number

☐ Wisconsin ☐ Other

Medicare Part A Number	Effective Date
Medicare Part B Number	Effective Date

SECTION II — ADDITIONAL INFORMATION

Special Instructions
Respond to all applicable items:

- **All applicants must complete question 1. Providers with a physical address in Minnesota, Michigan, Iowa, or Illinois** must attach a copy of their current license.
- **Physicians** must answer **question 2**.
- **Applicants who will bill for laboratory tests** must answer **question 3**. Attach a copy of their current Clinical Laboratory Improvement Amendment (CLIA) certificate.
- **All applicants certified to prescribe drugs** must answer **question 4**.
- **Individuals affiliated with a Medicaid-certified group** must answer **question 5**.

1. Individual or Agency License, Certification, or Regulation Number(s)

2. Unique Physician Identification Number (UPIN)

3. CLIA Number

4. Drug Enforcement Administration (DEA) Number

5. Medicaid Clinic / Group Number

SECTION III — PROVIDER PAYEE NAME AND PAYEE ADDRESS

Special Instructions
Name — Payee — Enter the name to whom checks are payable. Individuals reporting income to the Internal Revenue Service (IRS) under a SSN must enter the individual name recorded with the IRS for the SSN. Applicants reporting income to the IRS under an employer identification number (EIN) must enter the name exactly as it is recorded with the IRS for the EIN.

TIN — Enter the Taxpayer Identification Number (TIN) that should be used to report income to the IRS. Check whether the TIN is an EIN or SSN. The number entered must be the TIN of the payee name entered. The payee name and TIN must exactly match what is on record with the IRS.

TIN Effective Date — This is the date the TIN became effective for the provider.

Name — Group or Contact Person (Optional) — Enter an additional name (e.g., business, group, agency) that should be printed on checks and Remittance and Status (R/S) Reports (payment/denial report) to ensure proper delivery.

Address — Payee — Indicate where checks and R/S Reports should be mailed. A post office box alone may be used for this address.

Name — Payee

TIN	TIN Effective Date	☐ EIN or ☐ SSN

Name — Group or Contact Person

Address — Payee

City	State	Zip Code

SECTION IV — APPLICANT'S TYPES OF SERVICE PROVIDED AND TYPE OF BUSINESS

1. List the types of Medicaid services the applicant's agency will provide (such as dental, emergency transportation, home health, personal care, pharmacy, physician, psychiatric counseling, respiratory care services, etc.).

2. Applicant's type of business (check appropriate box):

- ☐ Individual.
- ☐ Sole Proprietor:
  County and state where registered _____.
- ☐ Corporation for Nonprofit.
- ☐ Limited Liability.
- ☐ Corporation for Profit.
  State of registration _____

  Names of corporate officers _____

  _____
- ☐ Partnership.
  State of registration _____.

  Names of all partners and SSNs (use additional sheet if needed):

  Name _____ SSN _____

  Name _____ SSN _____

Governmental (check one):

- ☐ County.
- ☐ State.
- ☐ Municipality (city, town, village).
- ☐ Tribal.
- ☐ Other, specify _____.

Definition for Sections V-VII

Controlling interest — Controlling interest includes, but is not limited to, those enumerated; that is, all owners, creditors, controlling officers, administrators, mortgage interest holders, employees or stockholders with holdings of 10% or greater of outstanding stock, or holders of any other such position or relationship who may have bearing on the operation or administration of a medical services-related business.

SECTION V — TERMINATION / CONVICTION / SANCTION INFORMATION

During the preceding five years, as the applicant, any employee of the applicant, any person in whom the applicant has a controlling interest, or any person having a controlling interest in the applicant been terminated from or convicted of a crime related to a federal or state program?

☐ **Yes** ☐ **No**

If yes, please explain:

SECTION VI — CONTROLLING INTEREST IN OTHER HEALTH CARE PROVIDERS

Copy this page and complete as needed.

Does the applicant have a controlling interest in any vendors of special service categories such as, but not limited to, drugs/pharmacy, medical supplies/durable medical equipment, transportation, visiting nurse and/or home health agency, providers of any type of therapy.

☐ **Yes.** Identify each health care provider the applicant has a controlling interest or ownership in, supply the information, and describe the type and percentage of controlling interest or ownership (e.g., 5% owner, 50% partner, administrator).
☐ **No.** Go to Section VI.

Name			
Medical Provider Number(s)	SSN / EIN		
Address			
City	State	Zip Code	County
Telephone Number — Business	Telephone Number — Home	Type and percentage of controlling interest or ownership	

Are all of the services provided by the applicant and any special service vendors in which the applicant has a controlling interest billed under a single provider number?

☐ **Yes.** Enter the number:_____.
☐ **No.**

SECTION VII — CONTROLLING INTEREST OTHERS (INDIVIDUAL AND / OR ENTITY) HAVE IN THE APPLICANT

Copy this page and complete as needed.

Does any person and/or entity have a controlling interest in any of the Medicaid services the applicant provides? ☐ **Yes** ☐ **No**

If yes, list the names and addresses of all persons and/or entities with a controlling interest in the applicant.

Name — Individual or Entity			
Address			
City	State	Zip Code	County
Telephone Number — Business	Telephone Number — Home	Type and percentage of controlling interest or ownership	
TIN Number	Provider Number, if applicable		

DIVISION OF HEALTH CARE FINANCING
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State of Wisconsin

Department of Health and Family Services

DOH 1111A (Rev. 9.97)
DHFS/HEALTH
Wis. Adm. Code HSS 105.01

DEPARTMENT OF HEALTH AND FAMILY SERVICES
WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT

(Standard: for individual and most clinic/group/agency providers)

The State of Wisconsin, Department of Health and Family Services, hereinafter referred to as the Department, hereby enters into an agreement with **(fill in name here)**

Provider Name: _____,
(Provider's Name and Number (if assigned). Name must exactly match the name used on all other documents)
a provider of health care services, hereinafter referred to as the Provider, to provide services under Wisconsin's Medicaid Program, subject to the following terms and conditions:

1. The Provider shall comply with all federal laws, including laws relating to Title XIX of the Social Security Act, State laws pertinent to Wisconsin's Medicaid Program, official written policy as transmitted to the Provider in the Wisconsin Medicaid Program Handbooks and all other publications, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Department of Health and Family Services Standards for Equal Opportunity in Service Delivery, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Wisconsin Fair Employment Law, as are now in effect or as may later be amended.

2. The Department shall reimburse the Provider for services and items properly provided under the program in accordance with the "Terms of Reimbursement," as are now in effect or as may later be amended.

3. In accordance with 42 CFR s. 431.107 of the federal Medicaid regulations, the Provider agrees to keep any records necessary to disclose the extent of services provided to recipients, upon request, and to furnish to the Department, the Secretary of the federal Department of Health and Human Services, or the state Medicaid Fraud Control Unit, any information regarding services provided and payments claimed by the Provider for furnishing services under the Wisconsin Medicaid Program.

4. The Provider agrees to comply with the disclosure requirements of 42 CFR Part 455, Subpart B, as now in effect or as may be amended. The Provider shall furnish to the Department in writing:

   (a) the names and addresses of all vendors of drugs, medical supplies or transportation, or other providers in which it has a controlling interest or ownership;

(b) the names and addresses of all persons who have a controlling interest in the Provider;

(c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;

(d) the names, addresses, and any significant business transactions between the Provider and any subcontractor;

(e) the identity of any person who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or Title 20 services programs since the inception of those programs.

5. The Provider hereby affirms that it and each person employed by it for the purpose of providing services holds all licenses or similar entitlements as specified in HFS 101 to 108, Wisconsin Administrative Code, and required by federal or state statute, regulation, or rule for the provision of the service.

6. The Provider consents to the use of statistical sampling and extrapolation as the means to determine the amounts owed by the Provider to the Wisconsin Medicaid Program as a result of an investigation or audit conducted by the Department, the Department of Justice Medicaid Fraud Control Unit, the federal Department of Health and Human Services, the Federal Bureau of Investigation, or an authorized agent of any of these.

7. Unless earlier terminated as provided in paragraph 8 below, this agreement shall remain in full force and effect for a maximum of one year, with the agreement expiring annually on March 31. Renewal shall be governed by s. HFS 105.02(8), Wisconsin Administrative Code.

8. This agreement may be terminated as follows:

   (a) By the Provider as provided at s. HFS 106.05, Wisconsin Administrative Code.

   (b) By the Department upon grounds set forth at s. HFS 106.06, Wisconsin Administrative Code.

"The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services."

SIGNATURES FOLLOW ON PAGE 3

ALL <u>THREE</u> PAGES OF THIS PROVIDER AGREEMENT <u>MUST</u> BE RETURNED TOGETHER.

_____ Name of Provider (Typed or Printed) _____ Physical Street Address _____ City State Zip TITLE:_____ BY:_____ Signature of Provider DATE:_____	(For Department Use Only) STATE OF WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES **BY:**_____ **DATE:**_____

MODIFICATIONS TO THIS AGREEMENT CANNOT AND WILL NOT BE AGREED TO. THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE.

<u>PRINT CLEARLY, THIS IS YOUR MAILING LABEL.</u> For recertification (renewals) ONLY. Fill in the address below **IF** the processed Provider Agreement should be sent to a different address than the physical street address above.

_____
_____
_____
_____

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

DOH 1111A (Rev. 9.97)
DHFS/HEALTH
Wis. Adm. Code HSS 105.01

DEPARTMENT OF HEALTH AND FAMILY SERVICES
WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT

(Standard: for individual and most clinic/group/agency providers)

The State of Wisconsin, Department of Health and Family Services, hereinafter referred to as the Department, hereby enters into an agreement with **(fill in name here)**

Provider Name: _____,
(Provider's Name and Number (if assigned). Name must exactly match the name used on all other documents)
a provider of health care services, hereinafter referred to as the Provider, to provide services under Wisconsin's Medicaid Program, subject to the following terms and conditions:

1. The Provider shall comply with all federal laws, including laws relating to Title XIX of the Social Security Act, State laws pertinent to Wisconsin's Medicaid Program, official written policy as transmitted to the Provider in the Wisconsin Medicaid Program Handbooks and all other publications, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Department of Health and Family Services Standards for Equal Opportunity in Service Delivery, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Wisconsin Fair Employment Law, as are now in effect or as may later be amended.

2. The Department shall reimburse the Provider for services and items properly provided under the program in accordance with the "Terms of Reimbursement," as are now in effect or as may later be amended.

3. In accordance with 42 CFR s. 431.107 of the federal Medicaid regulations, the Provider agrees to keep any records necessary to disclose the extent of services provided to recipients, upon request, and to furnish to the Department, the Secretary of the federal Department of Health and Human Services, or the state Medicaid Fraud Control Unit, any information regarding services provided and payments claimed by the Provider for furnishing services under the Wisconsin Medicaid Program.

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   (a) the names and addresses of all vendors of drugs, medical supplies or transportation, or other providers in which it has a controlling interest or ownership;

(b) the names and addresses of all persons who have a controlling interest in the Provider;

(c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;

(d) the names, addresses, and any significant business transactions between the Provider and any subcontractor;

(e) the identity of any person who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or Title 20 services programs since the inception of those programs.

5. The Provider hereby affirms that it and each person employed by it for the purpose of providing services holds all licenses or similar entitlements as specified in HFS 101 to 108, Wisconsin Administrative Code, and required by federal or state statute, regulation, or rule for the provision of the service.

6. The Provider consents to the use of statistical sampling and extrapolation as the means to determine the amounts owed by the Provider to the Wisconsin Medicaid Program as a result of an investigation or audit conducted by the Department, the Department of Justice Medicaid Fraud Control Unit, the federal Department of Health and Human Services, the Federal Bureau of Investigation, or an authorized agent of any of these.

7. Unless earlier terminated as provided in paragraph 8 below, this agreement shall remain in full force and effect for a maximum of one year, with the agreement expiring annually on March 31. Renewal shall be governed by s. HFS 105.02(8), Wisconsin Administrative Code.

8. This agreement may be terminated as follows:

   (a) By the Provider as provided at s. HFS 106.05, Wisconsin Administrative Code.

   (b) By the Department upon grounds set forth at s. HFS 106.06, Wisconsin Administrative Code.

"The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services."

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ALL <u>THREE</u> PAGES OF THIS PROVIDER AGREEMENT <u>MUST</u> BE RETURNED TOGETHER.

_____ Name of Provider (Typed or Printed) _____ Physical Street Address _____ City State Zip TITLE:_____ BY:_____ Signature of Provider DATE:_____	(For Department Use Only) STATE OF WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES **BY:**_____ **DATE:**_____

MODIFICATIONS TO THIS AGREEMENT CANNOT AND WILL NOT BE AGREED TO. THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE.

<u>PRINT CLEARLY, THIS IS YOUR MAILING LABEL.</u> For recertification (renewals) ONLY. Fill in the address below **IF** the processed Provider Agreement should be sent to a different address than the physical street address above.

_____
_____
_____
_____

WISCONSIN MEDICAID
ELECTRONIC BILLING GENERAL INFORMATION

Wisconsin Medicaid has several electronic billing options available for trading partners to submit electronic claims. HIPAA compliant Software is available at no cost for submitting claims to Wisconsin Medicaid except for retail pharmacy services. For further information, or to order free software refer to: *dhfs.wisconsin.gov/medicaid9/pes/pes.htm* or contact the Provider Services at 1-800-947-9627 or the EDI Department at 608-221-9036.

ELECTRONIC METHODS FOR SUBMITTING MEDICAID CLAIMS

- Provider Electronic Solutions (PES) – Wisconsin Medicaid HIPAA Compliant Free Software
    - 837 Institutional
    - 837 Professional
    - 837 Dental
    - 997 Functional Acknowledgement
    - 835 Health Care Payment Advice

- Cartridge - Providers with the capability to create their claim information on 3480, 3490 or 3490E cartridge can submit those tapes to Wisconsin Medicaid in the HIPAA compliant formats.

- RAS/Internet – Allows providers to send their data files to Wisconsin Medicaid using a direct RAS connection or Web Browser.

- Third Party Biller – Providers have the option of purchasing a billing system or contracting with a Third Party Biller, to submit their claims.